



UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

*Office of the District Court Executive*

COLLEEN MCMAHON  
*Chief Judge*

EDWARD A. FRIEDLAND  
*District Court Executive*

**COURT NOTICE TO THE BAR**  
May 10, 2017

**CONTACT**  
Shona Mikell, (212) 805-0500

**ATTORNEY SERVICE PASS RENEWALS**

In addition to renewing in person, you will now be able to renew your SDNY Attorney Service Pass through the mail. To renew by mail, please submit the following:

1. A completed Attorney Service Pass Application (signed and dated)
  - The application can be located on our website – [www.nysd.uscourts.gov](http://www.nysd.uscourts.gov) – along the top of the page under “Attorney”, and then select “Attorney Service Pass Application”
2. The original Attorney Service Pass ID Card
  - You must provide the physical card – photocopies are not accepted. If you no longer have your card, you must come in person to renew.
3. A clear photocopy of your current, non-expired New York State Unified Court System Attorney Secure Pass
4. Self-addressed and stamped return envelope

If your pass has not yet expired, you may renew by mail no more than 60 calendar days prior to expiration. If your pass has expired, you must renew it in person.

Please submit the above items to: U.S. District Court/SDNY  
500 Pearl Street – Room 820 (Attorney Service Pass)  
District Executive Office  
New York, NY 10007

THE DANIEL PATRICK MOYNIHAN UNITED STATES COURTHOUSE  
500 PEARL STREET, ROOM 820  
NEW YORK, NY 10007-1312  
(212) 805-0500